How to Use the Arizona Online UCC System

If you have a prepaid account with the Arizona Secretary of State's office and have set up a web user, you may use our upload system to submit UCC filings to us, check the status of your filings, and create reports.

The Upload File Format

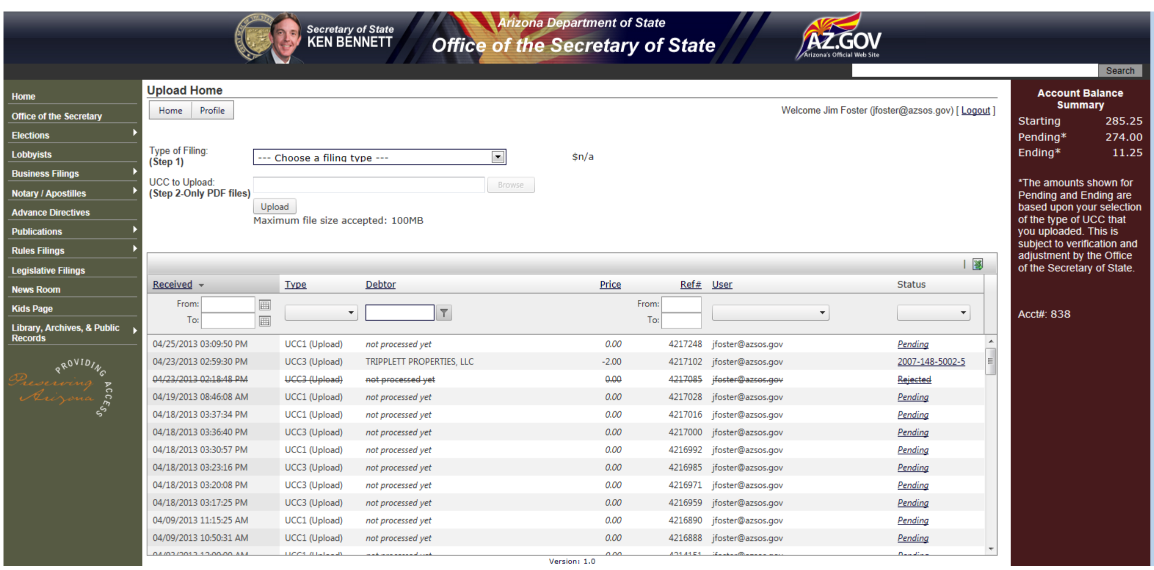
Here are guidelines for the files that are uploaded:

- They must be in PDF format
- They must be a single multi-page file
- They must be 8.5 x 11
- The UCC form must be the first page
- They must be clear and legible

Submitting a Filing

To upload a filing, open a browser and go to http://azsos.gov/apps/ucc/upload .

After you login, you will see an Upload Home screen:



- Choose the filing type with the pull-down list called ***Type of Filing***.

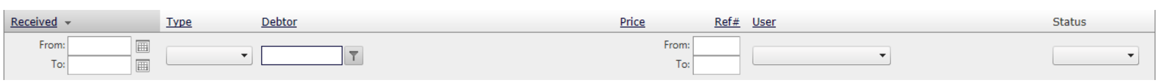
- Click the ***Browse*** button for the ***UCC to Upload field***. A browse window will open. Steer the browse window to where your PDF file is stored on your local computer, and double-click the file you wish to upload.
- Click the ***Upload*** button.

Viewing Previous Filings

After you upload files, the upload will appear in the list of files in the bottom of the screen along with all previously uploaded files. The files appear in reverse date order, so the newest ones will ordinarily be on top. New files will be marked as "Pending" until they are indexed, at which time the status will change to a file number or (hopefully not) the status "rejected". The status is clickable, and when clicked will open your document as a PDF in a separate browser window. If the document has been rejected, you can see the reason for the rejection if you hover over the "Rejected" status for that line.

Filtering and Sorting the Filings List

If searching for a particular filing, it may be useful to use the sort and filter controls, shown here:

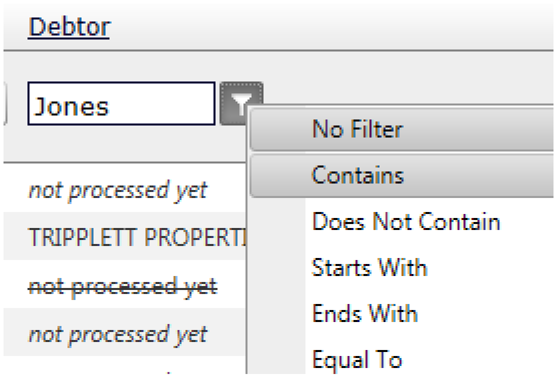


Sorting: You can sort the filings in the list by received date, filing type, debtor name, , price, reference number or user by clicking on the column name headers at the top of the list. For example, clicking on the word ***Type*** will sort the filings by their type in ascending order, and clicking it again will sort the filings in descending type order.

Filtering by Received Date: To filter the records to only show filings within a certain date range, enter a start date in the ***From*** field and an end date in the ***To*** field, and then click somewhere else on the screen to enact the filter. Clear both the ***From*** and ***To*** fields to clear the filter.

Filtering by Type of Filing: By default, all types of filings (UCC1, UCC3, etc) are shown. To filter the records to just show one or two types of filings, pull down the box under the heading that says ***Type***, and check only the boxes for the types that you wish to show. Then click somewhere else on the page to enact the filter. Check the Select All option in the pull-down box to clear the filter.

Filtering by Debtor: You can type search criteria in the text box under the heading that says Debtor and then choose the type of filter to apply by clicking on the er button and selecting the comparison type. For example, to find filings that have a debtor containing the word "Jones", I would enter "Jones" in the text box and then click the filter button and choose type "Contains" from the list, like so:



To clear the filter, just click the filter button again and choose "No Filter" from the list.

Filtering by Reference Number: To filter the records to only show filings within a certain range of reference numbers, enter a starting reference number in the ***From*** field and an ending reference number in the ***To*** field, and then click somewhere else on the screen to enact the filter. Clear both the ***From*** and ***To*** fields to clear the filter.

Filtering by User: By default, filings submitted by all users are shown. To filter the records to just show one or two submitters, pull down the box under the heading that says ***User***, and check only the boxes for the users that you wish to show. Then click somewhere else on the page to enact the filter. Check the Select All option in the pull-down box to clear the filter.

Filtering by Status: By default, filings of all status (Completed, Pending, Rejected) are shown. To filter the records to just show one or two statuses, pull down the box under the heading that says ***Status***, and check only the boxes for the status that you wish to show. Then click somewhere else on the page to enact the filter. Check the Select All option in the pull-down box to clear the filter.

Viewing Account Balances

On the right side of the screen is a section that displays your account balance. Here's a description of how those amounts are calculated:

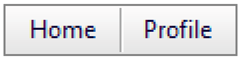
Starting: This is your current account balance, which is calculated as all deposits less all withdrawals.

Pending: This is the amount of all transactions filings submitted that are pending and have not yet been withdrawn from the account.

Ending: This is the Starting amount less the Pending amount.

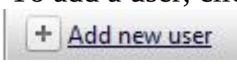
Managing Users

At the top left corner of the upload home screen you will find a ***Profile*** button:



Click the ***Profile*** button, and choose the option User Maintenance. The User Maintenance screen appears. On the lower part of the screen, you will see a list of all users for this prepaid account. On each line in the list you will see an email address, name, privilege level, active/inactive status, an edit icon and a delete icon. There are two types of privilege level – Admin and Standard. They are functionally very similar in that they can both submit filings, but Admin users have the ability to create, edit and delete other users.

To add a user, click ***Add new user*** near the top left corner of the screen:



When clicked, boxes appear to enter data about this user. Fill them out, then click the check icon under the input boxes on the right side of the screen to confirm the addition.

To delete a user, click the delete icon to the right of their name in the user list.

To edit a user, click the edit icon to the right of their name in the user list. Boxes will appear in that line that allow you to edit the user information. After editing, click the check icon under the input boxes on the right side of the screen to confirm your edits.

Exporting the Filing List

You may wish to export an Excel Spreadsheet of the filings submitted by your organization. This could be helpful for preparing a monthly statement of charges.

If you wish to filter or sort your export, first filter or sort the onscreen data as discussed above. The resulting export will match the data currently being viewed in the upload page. When ready, click the Excel Icon found on the upper right corner of the filings list. When prompted, choose to either open the file or save it your computer for use later.